

# **Manville Fire District Meeting Minutes**

**Date of Meeting: 9.8.14**

**Location of Meeting: Manville Fire District**

**112 Old Main Street - Equipment Bay**

**Manville, RI 02838**

**1. Call to Order at 7:04 PM by Chairman Auclair who lead group in Pledge of Allegiance.**

**2.A Roll Call of officers Chairman Auclair, warden's McKeon, Menard, Malenfant and Lake, Chief Peter Adam, Treasurer/Tax Collector McKenna present. Absent this evening was Clerk Mel Carrier.**

**2B Auclair asked for a motion to go into executive session per Rhode Island General law SS42-46-4. McKeon second by Mr. Menard.**

**Discussion: None Vote 5-0**

**3. Reconvene at 7:54 PM no votes or action taken is executive session.**

**4. Board discussion and public comments regarding administrative procedures. Auclair states that he received call at his home regarding meeting cancelation. He states that he prepared the agenda and had it posted on SOS RI. A couple days later he said he found out that the meeting was cancelled without his knowledge. I sent an email to the clerk asking the clerk who asked her to cancel the meeting and never got an answer. I asked Mr. Malenfant to get information from the clerk to try to get a meeting scheduled hat process took a couple of weeks, is that correct (Looking at Malenfant) Malenfant agrees. Auclair said several people accused him of not scheduling a meeting which is the**

furthest thing from the truth. My intent is to keep this board moving forward. Auclair opens the floor to attendees, Question: So what was the reason the meeting was cancel? Auclair responds "I never got a definitive answer." I never got an answer from the clerk. You need administrative password to access the SOS site. Someone cancelled the meeting. Mr. Acers asked you say not everyone can access this site but you don't know who. Auclair then states in the last week or so we now have 5 people authorized to access the SOS site so we can schedule meetings. Mr. Paul Armstrong said the meeting that was scheduled was for the purpose of paying bills, and whoever, cancelled the meeting could cost the district late fees. Visa bills and bills could result from unpaid bills. Now we are into September we will see interest. Armstrong asked will we be discussing both August and September tonight. Response from Auclair: Yes both months' bills. Tonight we will have to plan the annual meeting. Mr. Desmaris asked if any of the wardens were man enough to say they cancelled the meeting. Lake said he could not attend and McKeon said I could not attend and I don't have access. The clerk is not an employee she's is an elected official. Someone asked will there be fines? Auclair states we have no provisions for that. Mr. Menard states that as of the other day I did not have the code. When Auclair was on vacation someone realized that this meeting agenda was labeled as an annual meeting so I updated both the postings and the SOS web site. Someone asked if we are still buying a truck? ring this up in public comment. We as a board can't discuss that issue now because it's not on the agenda. Feel free to bring this up in public comments

please, I'm sorry...

Approval and or correction of previous minutes June 11, 2014. Chairman Auclair states that Mr. Lake took some notes at the last meeting and in the absence of the clerk, prepare minutes for our review and approval. There are two meetings recorded on this recorder and need to be transposed I Guess. Mr. Menard states Mr. Chairman I have stated that I personally will be typing minutes, we have a clerk who was elected for that and it's not fair to ask the wardens to do the recorder. How do we as a board without a clerk move forward? Mr. Lake said the Chairman asked me to take notes, I agreed to do it if I can get access to the recorder. Mr. Menard is concerned about making sure the notes get recorded and published as required by state law. Lake responds, it's a problem. Auclair asked if anyone knew someone who could prepare the minutes? No response from board or audience. Motion by Mr. Menard to defer reading of meeting minutes until such time we can get them typed. Second by Lake, all in favor 5-0.

5. Tax Collectors Report – Tax Collector Ron McKenna presented the attached report and stated collection rate is 96.2% at this time. McKenna advised he has several abatements to present tonight totaling \$677.02. One is a cash refund to a taxpayer who owned a motor home which town assessed at more than 10 times its actual value. The resident paid it under protest and now asking for a refund of \$303.86. This is not for last year but the year before. McKeon asked has the value of this vehicle now correct in our database? Response from McKenna. Auclair asked do we need a separate motion on the

abate Rene asked do the abatements? McKenna said I would recommend it. Auclair statutes I want to make sure all wardens review the \$677.02. Menard does the taxpayer want cash return or a credit on next year? Ron states they want cash because they have since moved out of town. Motion by Menard, to accept the tax collectors recommendation and notes he presented. Second by Malenfant to approved abatements totaling \$677.02 all in favor Vote taken 5-0.

6. Treasurer's Report – Treasurer Ron McKenna presents his statement of assets. Last month Rene you asked about interest rate. Navigant provided which I will circulate, we are getting maximum rates on all three accounts. When we first signed up we were getting 1.25% but the bank never tells you when your rates go done, only when they go up. Auclair asked if this document changed what you told us last week regarding NCUA . The banks are responsible for insuring the deposit for all municipalities. Menard asked even quazi-public agencies? Ron says yes we are quasi-public. Rene asked if Ron would share his research with the board? Ron said yes it's in my office. McKenna states a check until you approve. Motion to pay annual stipends ted he has the stipends for the moderator, clerk and wardens, the clerk has contacted me, Dennis said me too. Ron said I have a question on disbursements, I can't write a check until the board approves. Auclair reads the breakdown, and asked for a motion, Auclair makes a motion to accept the request presented by the Treasurer/Tax Collector second by McKeon. Menard states I have not served a full year and asked how does the warden I replace

collect their stipend? McKenna said we had this problem in the past but I was directed to pay both by the board. McKeon. Discussion, what is the opinion of the board? Rene asked I have been here less than a year, if you pay me the full amount what recover asked to look over, item a check until the board approves. Auclair should we prorate based on months served? McKenna asked you guys came on in March referring to Chairman and Warden Menard? Auclair states yes mid march. Ron said he will distribute checks according to months served. Menard motions to amend his earlier motion second by McKeon. Discussion? None. Auclair makes statement, I would like to donate my stipend to the Manville Fire Association on memory of Constance Bassinet and St George. McKenna states check must be cut to warden then they need to donate back or do what they want. Motion to approve stipend to all wardens Lake makes motion, McKeon second. Discussion? Hearing none all in favor approved 5-0. Mr. McKenna advised board that he paid all Visa based on previous approval from a prior board. McK4 filings per year but, he can't file until we have an approved budget. A copy must be sent to town counsel as well as all board members Mr. McKenna also reported that by recent law change he must file. Auclair asked for a copy of the tax role? Yes I have it in Excel, Auclair asked do you want to send it to me or attend our budget workshop? Ron states I typically attend budget meetings. Menard asked about late fees relating to payment of bills over the last two months. McKeon had a question line item 5265, relating to tax sale will we see a credit for money recovered. Yes we have already received proceeds. Motion to accept by McKeon, second

**by Menard, Discussion? Vote taken 5-0 in favor.**

**7. Presentation of Fiscal Statements for year-end September 30, 2013 from Marcum LLP Accountants – Auclair would like to table discussion on this issue. What is the pleasure of the board? McKeon motion to table, second by Malenfant, discussion, hearing none vote taken 5-0 to table until future date.**

**8. Chiefs Report – Chief Peter Adam presented the attached report dated July 16 2014. No major incidents. Question on Chief report. Motion to accept Chiefs report by Mr. Menard second by Malenfant. Discussion, hearing none, vote taken to accept 5-0. Chief's report presented and high lists given. Chief advised of upcoming training for Narcan which all fire fighters will administer not just EMTs. Menard asked if we pay for EMT yes. Motion by Mr. Lake, second by Malenfant. Discussion? Hearing none vote taken 5-0.**

**9. July and August reports handed to the board. Bills for July presented and reviewed Menard concerned about second invoice from Staples. Chief said Rene I know what you are thinking that is a cut and paste mistake and should be deleted. Motion to pay the amount presented, motion by Lake, second by Mr. Malenfant . Discussion? Hearing none vote, Response: Vote5-0**

**10. Income Auclair reads income statement as presented. Motion by McKeon second by Malenfant. Discussion, hearing none lets vote, vote taken 5-0.**

**11. Chairman reads August bills as presented. Are these bills before year end? Our fiscal year runs from October 1st to end of September. Ron states that under accounting governmental rules remain open**

until December. In March or April I do reversing entries. According to your report want amount will be carried over as unspent, Ron said it will be about \$13,000 but we need to pay some bills with that per Chief. Total invoices to be paid after staple adjustment \$23,161.22 for September. Motion to accept by McKeon second by Malenfant. Discussion, hearing none, vote taken, results 5-0 to adjust Staples approved.

12. Income statement read by Chair,— motion to accept by McKeon, second by Malenfant, Discussion? Hearing none all in favor? 5-0 approved.

13. Old Business – hearing none I will move on.

14. Budget Meeting- we need to met and discuss, McKeon said any evening. Chief leaves for vacation for two weeks requested we wait until he returns. Auclair said we can't wait that long. Auclair said he will meet with the Chief and then set a date for a workshop. Dennis and Chief will meet tomorrow. Then I will get with Charlie and set a mutually agreeable date. McKeon suggested a Monday meeting Monday 15th. Auclair states tentatively, meeting will be the 15th at 7pm.

15. ISO Report – Auclair states motion to table this issue by McKeon , second by Malenfant, discussion? Hearing none Vote 5-0.

16. Scheduling and advertising of Annual meeting – Chairman is concerned about the clerks availability as she is the only one can post the notice. Meeting will be scheduled as soon as we can confirm the meeting has been posted. Motion to allow Mr. Acres address the board by unanimous consent all in favor vote 5-0. Mr. Ackers said

how can you technically post it if the clerk is not available? Auclair states this is the only time we as a board have had a chance to discuss. If we can get it posted tomorrow, we can meet on Wednesday the 24th. We also need to post notice for next year from October for every second Wednesday 24th.

17. Correspondence – Resignation of Clerk. Issue with Attorney McKinnon is we have responded to the last APA correspondence.

18. Public comment – Mr. Armstrong stated we will probably see penalties due to cancelation of August meeting. Statement by woman, I saw fire truck with Manville name, is there any liability to the district?

19. Motion to adjourn by Mr. Malenfant second by Mr. Menard all in favor? 5-0 motion approved.

Meeting ends at 9:13 Pm.